ERA PROCEDURES

PROCEDURES FOR THE INITIATION AND REVIEW
OF RESEARCH PROJECTS
OF THE ECONOMIC RESEARCH AREA
OF THE OFFICE OF RESEARCH AND REPORTS

Number 2

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CENTRAL INTELLIGENCE AGENCY

Office of Research and Reports

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ERA Procedures No. 2
(ORR Project 00.2418)

PROCEDURES FOR THE INITIATION AND REVIEW
OF RESEARCH PROJECTS OF THE ECONOMIC RESEARCH AREA OF ORR

ERA Procedures No. 1 set forth the procedures to be followed in connection with the scheduling of projects at the time that the annual research program of the Economic Research Area (ERA) of the Office of Research and Reports (ORR) is being planned. ERA Procedures No. 2 outlines the procedures to be followed in connection with the initiation of research projects at other times and with the review of completed projects.

1. The Initiation of Research Projects.

    a. All research projects require the approval of the Chief, Economic Research (Chief/E). The authority to approve small support projects (as defined in b, (5), below), however, is delegated to Staff and Division Chiefs, who may delegate the authority to Branch Chiefs.

    b. The procedure for the initiation of research projects is as follows:

        (1) A Branch that wishes to initiate a research project will prepare a Project Initiation Memorandum in the form shown in Attachment A. If the proposed project will delay the completion of a scheduled project, the Memorandum will include the following statement: This project will delay the completion of Project _____ from _____ _____ until _____. This Memorandum (which is to be classified SECRET unless a higher classification is required) will be typed on a ditto master and forwarded to the Division Chief, who will indicate his concurrence by initialing the Memorandum. If contributions from other Divisions are proposed, the Action Division will obtain the concurrence of the other Divisions. The Memorandum then will be forwarded to the Planning and Review Staff (St/PR), which will review the Memorandum and forward it to the Chief/E for approval. When St/PR receives an approved Project Initiation Memorandum, it will assign a number to the project, notify the analyst of the number, and make copies of the Memorandum which will be distributed to the Branches and Divisions and to other interested components outside the ERA. St/PR will not assign a number before the project has been approved by the Chief/E.

        (2) The procedure outlined in (1), above, applies to all projects which are expected to result in economic intelligence reports, intelligence memoranda, and research aids. The Project Initiation Memorandum

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for each such project will present the problem to be studied and the terms of reference for the project in sufficient detail to permit the Division Chief and the Chief/E to assess the desirability of undertaking the project. If necessary a tentative outline should be submitted with the Memorandum.

(3) A Project Initiation Memorandum also will be prepared for an area-wide contribution to a National Intelligence Survey (NIS) or to a National Intelligence Estimate (NIE) and for any other area-wide support project. A memorandum for such a project will be prepared by St/PR (or by the Action Division if it wishes to do so). St/PR will be responsible for obtaining the concurrence of the Divisions concerned and the approval of the Chief/E.

(4) When only one Branch is involved, formal Project Initiation Memoranda normally will not be prepared for projects that are to be undertaken to comply with specific requests for support from components of CIA outside the ERA, from the Economic Intelligence Committee (EIC) or its subcommittees, or from other government agencies. When a Staff Chief, Division Chief, Branch Chief, or analyst receives an oral or written request for the preparation of written intelligence from anyone outside the ERA, including subcommittees of EIC, he will contact the Chief/E or St/PR through normal channels to describe the request and indicate the man-hours required and the due date. After insuring that a request has the approval of the Chief/E and the Division Chiefs concerned, St/PR will assign a number to the project and will notify all persons concerned.

(5) Small support projects may be authorized by Staff and Division Chiefs without the specific approval of the Chief/E. A small support project is defined as any project that (a) is to be undertaken in response to an oral or written request from a component of CIA outside the ERA or from another government agency, (b) will result in the preparation of written intelligence, and (c) will require no more than 40 man-hours and/or will be completed within 2 weeks from the date of initiation. An analyst who receives such a request will, after obtaining at least the approval of his Branch Chief, contact St/PR, describe the request, and obtain a project number. With respect to current intelligence support, numbers will be obtained only for research projects undertaken by an analyst at the specific request of the Chief of the Current Support Staff (St/CS), who (after ascertaining that Branch and Division Chiefs have no objection) will be responsible for obtaining the numbers. Small support projects will be numbered in a special S-numbered series, and St/PR will maintain a record of such projects. The man-hours spent on these projects will be recorded on the time sheets of the analysts in columns 4 and 5 (Consultation and Support), and a record copy of each project will be kept in the files of the Branch concerned.

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c. Changes in the research program require the approval of the Chief/E, except that Division Chiefs are authorized to extend the due dates of projects for valid reasons. When the due date for a project is changed, the Division will notify St/PR of the new due date. In order to cancel a project, the Branch Chief concerned will submit a request for cancellation through the Division and St/PR to the Chief/E, explaining the reason for the request.

2. The Review of Completed Research Projects.

a. When a research project intended for publication by ORR has been completed, the Action Division will submit an original and two copies of the draft report, triple-spaced on legal-size paper, to the Chief/E through St/PR. All reports will be accompanied by two copies of a standard transmittal sheet for such projects (see Attachment B). A report will be stamped with the security classification and dissemination control stamps (NOFORN and the like) of the most highly classified source material cited in the report. Analysts are responsible, however, for insuring, in accordance with the policy of CIA, that a report is classified no higher than necessary to protect the identity of sources.

b. Draft reports intended for publication by ORR will be coordinated with other appropriate individuals or components in the ERA, and their concurrence with the substance and conclusions of the report will be indicated by initials on the transmittal sheet. If a report deals with a subject for which DCID 3/1 delegates the primary responsibility to another government agency, the analyst will attach a memorandum indicating the nature and extent of the coordination that has been undertaken. All reports concerned with atomic energy will be coordinated with OSI, and the degree of coordination will be indicated in a memorandum. All of the necessary coordination must be completed before submittal of the draft report for review by the Chief/E.

c. After final approval by the Chief/E the draft report will be submitted to the Publications Staff (St/PB) for editing and publication. Final approval of the AD/RR for the publication of intelligence memoranda and special reports (such as those to the DD/I, D/CI, CFEP, and the EIC-WGR-1 series) will be obtained by St/PB, St/CS, or the Control Staff (St/C), as appropriate.

d. All completed support projects, except those noted in e and f, below, will be forwarded in an original and at least two copies to the Chief/E through St/PR. These projects will be accompanied by one copy of a standard transmittal sheet for such projects (see Attachment C). After approval by the Chief/E the project will be forwarded to St/C, or elsewhere as appropriate, for transmittal to the requester. Formal substantive memoranda for release outside ORR will be approved and

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signed by the Assistant Director, Research and Reports (AD/RR). Transmittal memoranda covering reports to be forwarded to recipients outside ORR will be signed by the AD/RR; by the Chief, St/C, for the AD/RR; or by the Special Assistant, Research and Reports (SA/RR), when the report is sent to units of ORR overseas.

e. When a completed contribution to an NIS has been approved by the Action Division, the contribution will be submitted in 4 copies to the NIS Coordinator in St/PB, together with 2 copies of a standard NIS transmittal form (Attachment D). Contributions may be in typescript or reproduced on multilith, ditto, or xerox, but the style and format must conform to the requirements outlined in National Intelligence Survey: Standard Instructions: Nature, Purpose, and Scope of the NIS Program, July 1957, revised July 1958. Three copies of the contribution must include proofs of all graphics and any contributions prepared by other government agencies. The fourth copy will include only the contributions prepared in the ERA. A fifth copy, complete with documentation, graphics, and contributions from other government agencies, will be retained in the files of the Branch responsible for coordination of the NIS contribution. The NIS Coordinator will submit 3 copies of the completed contribution to the Office of Basic Intelligence (OBI) and 1 copy to the Chief/E, through St/PR, for review.

f. When completed and approved by the Branch and/or Division Chiefs concerned, small support projects undertaken for the Office of Current Intelligence (OCI) at the request of the Chief, St/CS, will be submitted directly to St/CS in an original and one copy. Copies of all current support memoranda and articles for publications of OCI which have been prepared in the ERA will be submitted by the Chief, St/CS, to the Chief/E for review before publication.

g. A contribution by the ERA to a National Intelligence Estimate should show on the cover sheet the following: ORR Contribution to NIE _____; title; CIA/RR IP _____; ORR project number; date; and the espionage warning. The IP series number, number of copies required, and dissemination information should be obtained from St/C, which is responsible for distributing the copies to the Office of National Estimates (ONE) and to other recipients after approval of the contribution by the Chief/E.

~~C O N F I D E N T I A L~~

ATTACHMENT A

CENTRAL INTELLIGENCE AGENCY
Office of Research and Reports
Economic Research Area

PROJECT INITIATION MEMORANDUM

Project No. _____

Date _____

TITLE:

TYPE OF PROJECT: ORR Publication /___/ NIS /___/ NIE /___/ Other /___/

STATEMENT OF THE INTELLIGENCE PROBLEM:

Problem:

Terms of Reference:

RESPONSIBILITY:

	Man-hours	Due Dates	Initials
Action Division:	_____	_____	_____
Branch:	_____	(to St/PR)	
Contributing Divisions:	_____		_____
Branches:	_____	_____	
		(to action branch)	
Consulting Branches:	_____	_____	
Principal Analyst:	_____		_____
	Name		Extension

APPROVED _____
Chief, Economic
Research Area

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ATTACHMENT B

_____
(Date)

MEMORANDUM FOR: Chief, Economic Research Area

THROUGH: Chief, Planning and Review Staff

SUBJECT: Transmission of Draft Report, Project No. _____

Title: _____

_____

_____

Author: _____
(Name)   (Branch)   (Ext)

Contributing analysts: _____

_____

ATTACHMENTS: Subject draft report (original and two copies).

1. Attachment is submitted for review and publication. Recommended category:
RR /___/   RA /___/   IM /___/   Other /___/

2. Report has been coordinated with:

Analyst   Branch   Initials

_____   _____   _____

_____   _____   _____

_____   _____   _____

3. Arrangements for graphics have /___/ have not /___/ been made through St/PB.

4. Information on US military end products or manpower has /___/ has not /___/ been used.

5. Man-hours used in producing this report are _____.

6. Estimate cards have /___/ have not /___/ been submitted to St/PB/A.

7. Recommended dissemination is: Standard /___/ NOFORN /___/ EIC Subcommittee /___/ Other (list attached) /___/

8. Comments:

_____
Chief, _____ Division

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ATTACHMENT C

(Date)

MEMORANDUM FOR: Chief, Economic Research Area

THROUGH: Chief, Planning and Review Staff

SUBJECT: Transmission of Support Project No. _____

                  Title: _____

                  _____

                  Author: _____
                          (Name)   (Branch)   (Ext)

                  Contributing analysts: _____

                  _____

ATTACHMENTS: Subject project (original and at least two copies)

   1. Attachment is submitted for review and forwarding to requester. Requester is:

       _____

   2. A copy (attached) should also be sent to:

       _____   _____

   3. Man-hours used on this project: _____

   4. Comments:

                                            _____
                                            Chief, _____ Division

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ATTACHMENT D

Date _____

NIS Area No. _____

Country _____

Section No. _____

Section Title

MEMORANDUM FOR: NIS Coordinator, St/PB

SUBJECT: Submission of NIS

_____

_____

_____

A. Section Coordinator: _____
                           (Name)   (Branch)   (Room No.)   (Ext)

B. Contributing Analysts:

Analyst	Branch	Analyst	Branch
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. This Section has been coordinated with:

Analyst	Branch	Analyst	Branch
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Each manuscript copy is assembled as follows:

	Number of Pages		Number
Title Page	_____	Tables	_____
Table of Contents	_____	Maps	_____
List of Figures	_____	Charts	_____
Caption List	_____	Graphs	_____
Text	_____	Photos	_____
Other	_____	Other	_____

E. Comments on classification or control of dissemination:

F. Other comments:

Approved: _____   Signed:
          Division Chief (or Division Coordinator)   _____
                                                          Section Coordinator

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